Jack A. Proctor
Virginia Building Code Academy
2007 Course Schedule
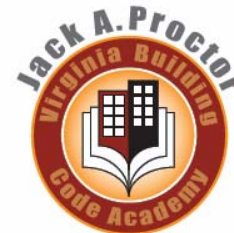
Date	Course	Location/Area
January 9 - 11	**CORE**	Northern VA
January 17 - 19	Electrical Inspection	Northern VA
January 23 - 24	VA Rehab - *tentative*	Northern VA
January 23-25 – **CLASS FULL**	Fire Protection Systems	Winchester VA
January 30 – February 1	Plumbing Inspection	Northern VA
February 6 – 8	Advanced Official	Richmond area
February 13 – 15	Property Maintenance	Northern VA
February 21 – 23	Plans Review Non-Structural	Northern VA
February 27 – March 1	Mechanical Inspection	Northern VA
March 6 – 7	Plans Review Structural	Northern VA
March 13 - 15	Building Inspection	Northern VA
March 20 - 22	Fire Protection Systems Inspection	Northern VA
March 27 - 30	International Residential Code (IRC) -*tentative*	Northern VA
April 3 – 4	Permit Technician	Northern VA
April 10 – 12	**CORE**	Tidewater area
April 17 – 19	Electrical Inspection	Tidewater area
April 24 – 26	Mechanical Inspection	Tidewater area
April 23 - 27, May 1 – 3, May 22 – 24	Train-the-Trainer Program	Richmond area
May 1 – 3	Plumbing Inspection	Tidewater area
May 8 -10	Building Inspection	Tidewater area
May 15 – 17	Property Maintenance	Tidewater area
May 22 – 24	International Residential Code (IRC)	Tidewater area
June 5 – 7	**CORE**	Southwest area
June 12 – 14	Electrical Inspection	Southwest area
June 19 – 21	Mechanical Inspection	Southwest area
June 26 – 28	Plumbing Inspection	Southwest area
July 10 – 12	Building Inspection	Southwest area
July 17 – 19	Property Maintenance	Southwest area
July 24 – 25	VA Rehab	Southwest area
July 31 – August 2	**CORE**	Richmond area
September 5 – 7	**CORE**	Richmond area
September 11 – 13	Electrical Inspection	Richmond area
September 18 – 19	VA Rehab	Richmond area
September 25 – 27	Plumbing Inspection	Richmond area
October 2 – 4	Advanced Official	Richmond area
October 10 – 12	Property Maintenance	Richmond area
October 16 – 18	Plans Review Non-Structural	Richmond area
Oct. 22 – 26, Nov. 6 - 8, Dec. 4 – 6	Train-the-Trainer Program	TBD
October 23 – 25	Mechanical Inspection	Richmond area
October 30 – 31	Plans Review Structural	Richmond area
November 6 – 8	Building Inspection	Richmond area
November 14 – 16	Fire Protection Systems Inspection	Richmond area
November 19- 21	International Residential Code (IRC)	Richmond area
November 27 – 28	Permit Technician	Richmond area
December 11 – 13	**CORE**	Northern VA
TBS Based on carnival schedule	Basic Amusement Device Module	TBD
TBS Based on carnival schedule	Advanced Amusement Device	TBD

Classes are subject to cancellation based on need or lack of participation. Locations are subject to change based on program needs.

Jack A. Proctor
Virginia Building Code Academy

Department of Housing and Community Development
501 North Second Street, Richmond, Virginia 23219
Telephone: 804-371-7180   Fax: 804-371-7092
E-mail: TCO@dhcd.virginia.gov

<u>Application Form</u>
Please TYPE or PRINT. Incomplete applications will be returned without consideration.

Course Selection: A separate application is required for each class you wish to attend.

Course Title: _____

1st Choice: Date:_____ Course Location_____

2nd Choice: Date: _____ Course Location_____

Applicant information: Date of Application: _____

Name: _____ *****Driver's Lic. #:_____

Employer: _____ E-mail address:_____

Business mailing address: _____

City: _____ State:_____ Zip:_____

Business telephone: _____ Fax #: _____
* Required

Applicant's position description:

Position title:_____

Number of years in this position:____Number of years in code enforcement/administration: ____

What is your primary responsibility as it relates to the USBC/VSFPC?_____

_____

Certification Plans:

Are you currently holding a DHCD issued provisional certification?   □ Yes □ No

Code Official's or Designee, or Manager if Third Party: NOTE: "Code Official" as defined in the VUSBC/VSFPC.

Name:_____ Title:_____

Business mailing address:_____

City:_____ State:_____ Zip:_____

Telephone number:_____ E-mail address: _____

Application Form

Both the applicant and code official must read and sign the below statement. Failure to sign may result in your application being returned.

We understand that for a participant to receive credit for any course of the Jack A. Proctor Virginia Building Code Academy, they must attend the entire course. Participants will not schedule any regular work activities during the period of the Code Academy. Course work missed due to personal or work related emergencies must be made-up prior to receiving credit for the course. Seats not cancelled prior to start of program are subject to a tuition cancellation fee of $65.00. Additionally, participants who requested lodging accommodations are subject to $55.00 lodging cancellation fee. Individuals will be invoiced following the close of the course or program.

All cancellation notices shall be submitted in writing via e-mail, fax or US mail to the Training and Certification Office. Cancellation notices should include participant name, employer name and address, e-mail and phone number as well as course or program title and date(s). Cancelled seats are made available to those on the TCO waiting list up to 5 days prior to start of course or program and may not be individually replaced by the locality.

Student Participation Logistics:

- There are no fees for participants attending the Jack A. Proctor Virginia Building Code Academy who are engaged in code related work for local or State agencies that participate in contributing 1.75% levy funds in accordance with §36-137(7) of the Code of Virginia. Others will be required to pay tuition based upon an established fee schedule of the particular class.

- Participants must provide their own transportation <u>and bear all associated cost such as tolls and parking fees</u>. Lodging and meals are provided in accordance with Code Academy policy and all classroom materials are provided.

- Seating is limited. Applications will be considered based on date received, course pre-requisites, and applicant's certification requirements.

- **Participants in academy classes will be assigned <u>double occupancy rooms</u> with another participant.** If other lodging arrangements are desired, participants (or locality) may choose to pay the $55 per night single room fee in addition to all other appropriate fees. TCO will submit a lodging invoice to the individual upon completion of the training session.
    <u>Note</u>: All lodging invoices must be paid in full to obtain future "single" lodging accommodations via TCO.

Code Official's or Designee (or Manager if Third Party):

Signature: _____ Date:_____

Applicant's signature: _____ Date:_____

If you have any questions, please contact the Training and Certification Office at 804-371-7180 or through facsimile at 804-371-7092.

Department of Housing and Community Development
501 North Second Street, Richmond, Virginia 23219
Telephone: 804-371-7180   Fax: 804-371-7092
E-mail: TCO@dhcd.virginia.gov

For TCO Office Only:

Date received:		Initials:		
Date processed:				
Course title:		1st Choice:	☐ Accepted	☐ Denied: Reason
		2nd Choice	☐ Accepted	☐ Denied: Reason
Date Acceptance sent:		Date of Course:		
Date Application returned		Reason:		